

STARTING A BUSINESS IN CALDWELL COUNTY

ORGANIZING YOUR BUSINESS LICENSES AND PERMITS

To legally operate a business in North Carolina, the business owner must secure a proper business license. Please contact your local city hall or county courthouse concerning city and county license. State business license information: 1-800-228-8443.

STATE

The Business License Information office serves as a one-stop information depot for your business licensing needs. This office serves as a bridge between businesses and the State Government by researching and compiling state permit and licensing requirements for new business. For assistance, please contact:

BUSINESS LICENSING INFORMATION OFFICE

NC Dept. of the Secretary of State
301 West Jones Street
Raleigh, NC 27603
919-733-0641 or 1-800-228-8443

GENERAL INQUIRES

NC Department of Revenue
PO Box 2500
Raleigh, NC 27640
919-733-3991

WHOLESALE LICENSE

Address and phone number same as above

PRIVILEGE LICENSE

**County Real, Personal Property & Business Taxes
Caldwell County Tax Office**

CALDWELL COUNTY TAX OFFICE
905 West Ave., NW
Lenoir, NC 28645
828-757-1340

CITY TAX COLLECTION
Tax Office/City of Lenoir
828-757-2200

CHILD DAY CARE LICENSE

Child Day Care Licensing Comm.

701 Barbour Drive
Raleigh, NC 27601
919-733-4801

COUNTY

COUNTY REGISTER OF DEEDS

- Filing of certificate disclosing certain information by limited partnership.
- Filing of assumed name certificate by proprietorships, partnerships or corporations doing business under names other than their own. Contact your local courthouse.
- 828-757-1310

COUNTY LICENSES AND TAX CONCERNS

The County tax collector is responsible for the issuance of local business or privilege license. The Tax Supervisor is responsible for assessment of business property tax. Contact: Your local county tax office at 828-757-1340.

LEGAL PLANNING

From time to time your business will need to seek legal advice. For assistance in locating an attorney in your area call: North Carolina Bar Association Lawyer Referral Service 1-800-662-7660

INCORPORATION

NORTH CAROLINA SECRETARY OF STATE

- Filing of Articles of Incorporation
- Filing of Application for Certificate of Authority to transact business in North Carolina by out-of-state business. Contact:

NC SECRETARY OF STATE
Corporation Division
300 Salisbury Street
Raleigh, NC 27603-5909
919-733-4201

OPERATING YOUR BUSINESS

TAXES

Business tax issues can be very complex, especially since the laws are continually changing. For assistance in better understanding your tax position, you may contact the following:

FEDERAL

US INTERNAL REVENUE SERVICE

Free tax kits are available explaining what is needed to file for corporations, partnerships, or sole proprietorships, including Social Security and Withholding. Also, the free "Tax guide for Small Business, Publication #334 is very helpful. Contact:

US INTERNAL REVENUE SERVICE

320 Federal Place
Greensboro, NC 27401
1-800-829-1040

STATE

General Inquiries:

NC DEPARTMENT OF REVENUE

P. O. Box 25000
Raleigh, NC 27640
919-733-3991 or 704-480-5443
Shelby Office: 117 W. Marion Street

EMPLOYEE CONCERNS

NORTH CAROLINA EMPLOYMENT SECURITY COMMISSION

- Filing application for unemployment account number
- Filing and deposit of Payroll Taxes
- Contact

NC Employment Security Commission
504 SE Wilkesboro Blvd.
Lenoir, NC 28645
828-757-5622

NORTH CAROLINA DEPARTMENT OF LABOR

To insure that your business is in compliance with the requirements set by the Occupation Health and Safety Act, contact:

NC DEPARTMENT OF LABOR

Labor Building
4 West Edenton Street
Raleigh, NC 27601
919-733-7166

EMPLOYMENT/EMPLOYEE RELATION WORKERS' COMPENSATION FUND

If your business employees three or more full-time or permanent part-time employees, you must carry Workers Compensation Insurance and follow additional regulations. For assistance, contact your insurance agent or:

NC RATE BUREAU

5401 Six Forks Road
Raleigh, NC 27619
919-783-9790

MINIMUM WAGES, MAXIMUM HOURS, DISCRIMINATION

As a business owner and employer, you must adhere to the regulations of the Fair Labor Standard Act as well as a variety of state laws. To insure compliance contact:

FEDERAL

FEDERAL WAGE AND HOUR DIVISION

US Department of Labor
800 Briar Creek Road, Suite CC
Charlotte, NC 28205

STATE

US DEPARTMENT OF LABOR

Wage and Hour Division
4 West Edmonton Street
Raleigh, NC 27601
919-733-2152 or

NC DEPARTMENT OF LABOR

743 5TH Street, SW, Suite 2
Hickory, NC 28602
1-800-752-3410

BUILDING PERMITS/ ZONING ORDINANCES/ INSPECTIONS

CALDWELL COUNTY BUILDING INSPECTION

905 West Avenue NW
Lenoir, NC 28645
828-757-1343

“DOING BUSINESS AS” approval name registration

CALDWELL COUNTY REGISTER OF DEEDS

905 West Avenue NW
Lenoir, NC 28645
828-757-1310

EDUCATION TRAINING

**CALDWELL COMMUNITY COLLEGE AND TECHNICAL INSTITUTE
SMALL BUSINESS CENTER**

2855 Hickory Blvd.
Hudson, NC 28638
828-726-2383

**CALDWELL COMMUNITY COLLEGE AND TECHNICAL INSTITUTE
BUSINESS DIVISION**

2855 Hickory Blvd.
Hudson, NC 28638
828-726-2200

MISCELLANEOUS CONTACTS

CALDWELL COUNTY CHAMBER OF COMMERCE

1909 SE Hickory Blvd.
Lenoir, NC 28645
828-726-0323

SMALL BUSINESS ADMINISTRATION

200 North College Street, Suite A -- 2015
Charlotte, NC 28202-2173
704-344-7587 or 1-800-827-5722

SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

UNIFOUR CHAPTER

C/O Catawba County Chamber
PO Box 1828
Hickory, NC 28603
828-328-6111 or 828-466-9881

NC Department of Commerce

Small Business Division
919-733-4962

NC Department of Revenue

PO Box 268
Lenoir, NC 28645
828-757-5619
Hours: Monday & Thursday 8:00 to 5:00

OTHER SPECIAL ISSUES:

IMPORTS/EXPORTS

If your business is involved with the import or export of products, contact the following:

NC Department of Commerce

International Division
430 North Salisbury Street
Raleigh, NC 27611
919-733-7193

US EXPORT -- IMPORT BANK

Public Affairs Office
811 Vernon Avenue, NW
Washington, DC 20571
202-566-2177

BONDING

SECRETARY OF STATE

919-733-0641

PATENTS, TRADEMARKS, AND COPYRIGHTS

If you are considering filing for patent, trademark or copyright protection contact:

SMALL BUSINESS & DEVELOPMENT CENTER

The Ben Craig Center
8701 Mallard Creek Road
Charlotte, NC 28262
704-548-1090

PATENTS AND TRADEMARKS OFFICE

Washington, DC 20231
703-557-3080

DISCLOSURE DOCUMENT SERVICE

Commissioner of Patents & Trademarks
Above address
\$6.00 Fee

COPYRIGHTS OFFICE

Library of Congress
Washington, DC 20559
202-707-3000

CITIES AND TOWNS IN CALDWELL COUNTY**City of Lenoir**

City Hall
801 NW West Avenue
Lenoir, NC 28645
828-757-2200

Town of Granite Falls

30 Park Square
Granite Falls, NC 28630
828-396-3131

Town of Hudson

550 Central Street
Hudson, NC 28638
828-728-8272

Town of Cahah Mountain

1800 Connelly Springs Road
Lenoir, NC 28645
828-728-5053

Town of Gamewell

Old Morganton Road
Lenoir, NC 28645
828-754-1991

Village of Cedar Rock

Lenoir, NC 28645

Town of Sawmills

P O Drawer 10
Granite Falls, NC 28630
828-396-7903

Town of Rhodhiss

PO Box 129
Rhodhiss, NC 28667
828-396-8400

